



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 6340

**DIR, NATURAL RESOURCES
ND DEPT OF TRUST LANDS**

GRADE P

SCOPE OF WORK:

Work involves directing and overseeing the Minerals and Surface Management Divisions which are responsible for managing 2.6 million mineral acres and 700,000 acres of trust land.

DUTIES PERFORMED:

- Oversee mineral and surface management program planning and implementation.
- Hire, train and direct employees.
- Develop, implement, and interpret policy to ensure natural resource programs fulfill state law requirements and adhere to the policies of the Board of University of School Lands.
- Manage competing priorities related to developing land assets and maintaining the natural integrity of those assets.
- Assist in the development of the divisions budgets and approve expenditures.
- Coordinate workflow analysis and planning for management of assets, lease administration and records integrity; enhance efficiencies, streamline procedures and coordination between divisions.
- Direct the maintenance of complex legal documents and records.
- Administer and collaborate with other state agencies regarding projects and leasing of trust land and minerals.
- Serve as interagency, public, and special interest group contact.
- Educate the public about the role of the agency and board in managing trust assets.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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MINIMUM QUALIFICATIONS:

Requires a master's degree in range management, botany, soil science, geology, energy, law, natural resources, land or minerals management, or other closely related field and five years of land or mineral management work experience. Work experience must have included management of staff and programs. Work experience as described may substitute for the degree requirement on a year-for-year basis.

Eff. Date: 6/15